

# The Kinder Garden



## Food Storage Policy

### Aim

For the safety of all children, educators/staff & families, it is essential that The Kinder Garden monitors and maintains high quality food storage practices in order to minimise the risk of food born illness.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
Food Act 2003 (NSW)  
Food Regulation 2010 (NSW)  
Food Standards Australia New Zealand  
Food Safety Standard Australia New Zealand

### Who is affected by this policy?

Children  
Staff  
Educators  
Families  
Management

### Implementation

Food storage standards are determined by FSANZ and the relevant state Authority. These state that:

- Food must be stored in areas designed for food storage.
- Refrigerators and freezers are to have thermometers.
- Raw food should be stored separately/below ready to eat food in the refrigerator.
- Foods should never be stored with chemicals and cleaning equipment, clothing or the personal belongings of educators/staff.
- Food containers should be in good condition and should be washed and sanitised before use.
- Canned food should be stored in a sealed container once opened and used.

Safe Food Storage will be facilitated by:

Educators/staff & management accessing and providing current information about food storage practices.

Educators/staff implementing the following procedures when storing food in the centre:

- Inspecting food items when they are received to ensure they are in appropriate condition (i.e. not in damaged packaging), are within their use by date and of the correct temperature.
  - That they are then stored appropriately on receiving following the following key points:
    - All foods (dry, cold or frozen) are stored in the FIFO rule (first in first out) by rotating stock to make sure older stock is used first to prevent spoilage.
    - Store dry foods in sealed containers.
    - Store foods on shelving.
    - Placing food that has been removed from its original packaging in a container that has its use by date recorded.
    - Ensure the storage area is dry, clean, well ventilated, not in direct sunlight and free from vermin/pests.
    - Prevent vermin/pests by cleaning of any spills and removal of garbage.

FOR COLD STORAGE:

- All foods are covered, wrapped, dated and labeled.
- Foods are stored at the correct temperatures cold foods less than 5 degrees Celsius and frozen foods less than minus 18 degrees Celsius.
- Store foods on fridge shelves.
- Store raw and cooked foods separately in the fridge – never store raw food above cooked food as juices may drip and contaminate it.
- Store food once it has sufficiently cooled – foods will cool more quickly in smaller shallow containers.

- Clean fridge and freezer regularly (weekly).
- Temperature of fridge and freezer will be recorded daily to ensure the food is being stored at appropriate temperature.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Guide to the National Quality Standard 2011  
WorkCover NSW [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) Retrieved 3<sup>rd</sup> February 2017  
Staying Healthy In Child Care, 5<sup>th</sup> Edition.  
NSW Food Authority [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au) Retrieved 3<sup>rd</sup> February 2017  
Food Safety Standards [www.foodstandards.gov.au](http://www.foodstandards.gov.au) Retrieved 3<sup>rd</sup> February 2017

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2017

**Date for next review:** February 2018